

City of Fresno Employee Application



Walkthrough

Accessing PeopleSoft



Every City of Fresno computer should have this icon on it.

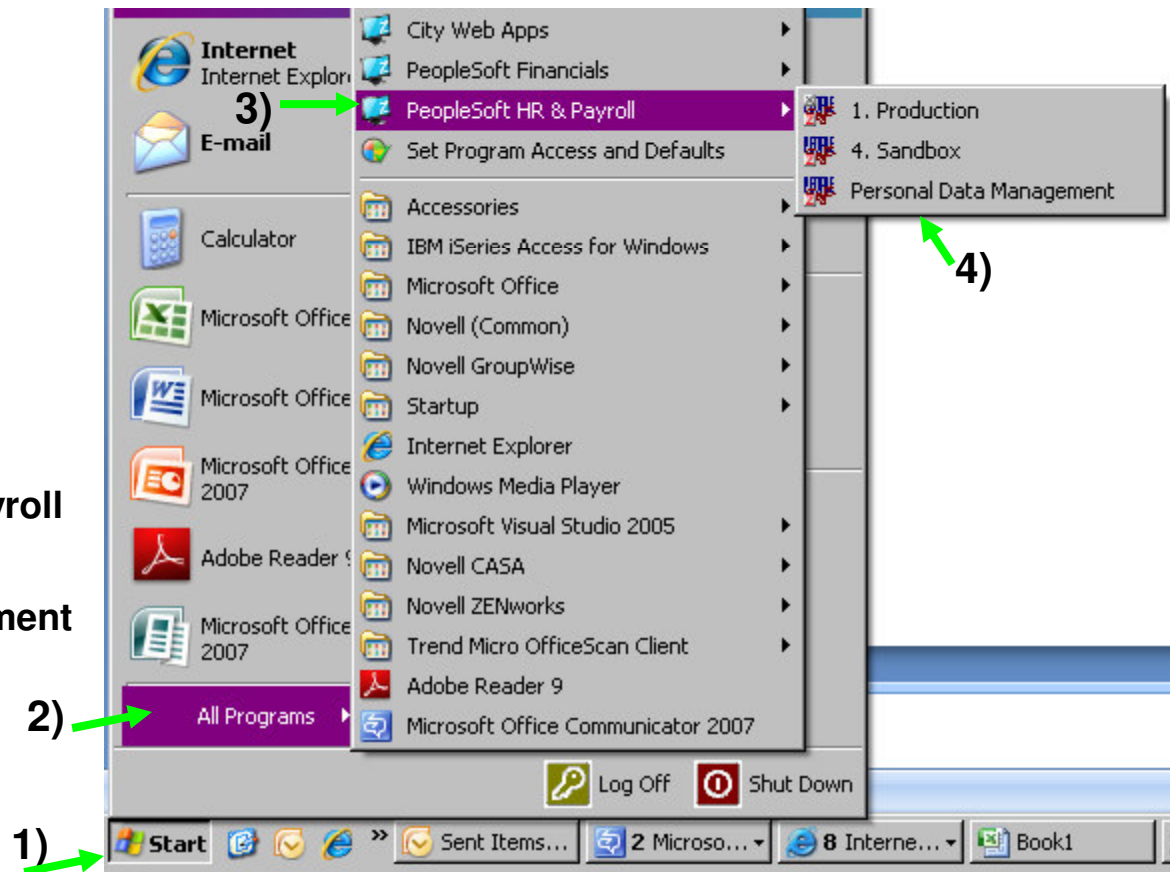
Or you can:

1) Click on the start button

2) Click on "All Programs"

3) Click on PeopleSoft HR & Payroll

4) Click on Personal Data Management



Logging into PeopleSoft

ORACLE®
PEOPLESOFT ENTERPRISE
HR 8.9 Production

User ID:

Password:

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية

Type your User ID & Password into the boxes above.

Then click the Sign In button.

If you are having difficulties logging in, you may contact the Personnel Department at ext x6930
Monday-Thursday 7:30am-5:30pm and Friday 8:00am-5:00pm

Getting to Careers



Getting to Careers

The screenshot displays the Oracle Self Service web interface. At the top, the Oracle logo is on the left, and navigation links for Home, Worklist, Add to Favorites, and Sign out are on the right. A left-hand menu is expanded to show 'Self Service' options, including Time Reporting, Personal Information, Payroll and Compensation, Learning and Development, Recruiting Activities, My Personalizations, My System Profile, and My Dictionary. The main content area, titled 'Self Service', provides a grid of links for various functions. A green arrow points to the 'Careers' link under the 'Recruiting Activities' section, with the text 'Click on Careers.' next to it.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Self Service**
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Learning and Development
 - Recruiting Activities
 - My Personalizations
 - My System Profile
 - My Dictionary

Main Menu >

Self Service

Navigate to your self service information and activities.

<p>Time Reporting</p> <p>Report and review your time, schedules, request absences and more.</p> <ul style="list-style-type: none">Report TimeView TimeUser Preferences	<p>Personal Information</p> <p>Review and update your personal information.</p> <ul style="list-style-type: none">Personal Information SummaryHome and Mailing AddressPhone Numbers5 More...	<p>Payroll and Compensation</p> <p>Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.</p> <ul style="list-style-type: none">View PaycheckDirect DepositCompensation History2 More...
<p>Learning and Development</p> <p>Add or review information related to learning and other development such as: languages, licenses and certificates, competencies, and memberships.</p> <ul style="list-style-type: none">Training SummaryRequest Training EnrollmentTraining Request Status6 More...	<p>Recruiting Activities</p> <p>Recruiting Activities</p> <ul style="list-style-type: none">CareersInterview Calendar	

Click on Careers.

Welcome Screen

Basic Job Search- If there are more jobs than can fit on this one screen, use this to search for a specific posting.

Careers Home
Welcome Megan

Basic Job Search
Keywords:
Posted: Last Month
[Search](#) [Advanced Search](#) [Search Tips](#)

My Career Tools
[0 Applications](#)
[0 Cover Letters and Attachments](#)
[0 Saved Resumes](#)
[My Profile](#)

Latest Job Postings

Date	Job Title	Job ID	Location
<input type="checkbox"/> 08/21/2009	Programmer/Analyst III	3	City of Fresno

[Deselect All](#) [Save Jobs](#) [Apply Now](#) [Refer Friend](#)

[Apply now without adding a job](#)

Applications- This shows how many apps you have submitted. You can also click on it to view previous apps.

Cover Letters & Attachments- This shows how many attachments you have. Ctrl-Click to view them.

Saved Resumes- This shows how many Resumes you have. Click to view them.

My Profile- This will show you your information as it's saved in PeopleSoft. All of the info listed here will automatically populate onto your application. If any info is incorrect or out of date, you will need to correct it in Self-Service.

Welcome Screen cont...

Latest Job Postings- This is where you will see all of the open positions the City of Fresno has available.

If you see a job you want to apply for straight away, click to add a checkmark to the box next to it and then click **Apply Now**.

The screenshot shows the 'Careers Home' page for 'Megan'. It includes a 'Basic Job Search' section with a 'Keywords' input field, a 'Posted' dropdown menu set to 'Last Month', and a 'Search' button. There are also links for 'Advanced Search' and 'Search Tips'. To the right is a 'My Career Tools' section with links for '0 Applications', '0 Cover Letters and Attachments', '0 Saved Resumes', and 'My Profile'. Below these is the 'Latest Job Postings' section, which features a table of job listings. The table has columns for 'Date', 'Job Title', 'Job ID', and 'Location'. A single job is listed: '08/21/2009', 'Programmer/Analyst III', '3', and 'City of Fresno'. To the left of the job title is a checkbox. Below the table are buttons for 'Deselect All', 'Save Jobs', 'Apply Now', and 'Refer Friend'. At the bottom of the job listings section is a link that says 'Apply now without adding a job'. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are located above the table. Green arrows point from the surrounding text to the 'Latest Job Postings' section, the 'Apply Now' button, the 'Job Title' link, and the navigation buttons.

Careers Home
Welcome Megan

Basic Job Search
Keywords:
Posted: Last Month
Search Advanced Search Search Tips

My Career Tools
[0 Applications](#)
[0 Cover Letters and Attachments](#)
[0 Saved Resumes](#)
[My Profile](#)

Latest Job Postings

Date	Job Title	Job ID	Location
<input type="checkbox"/> 08/21/2009	Programmer/Analyst III	3	City of Fresno

[Deselect All](#) [Save Jobs](#) [Apply Now](#) [Refer Friend](#)

[Apply now without adding a job](#)

Navigation: First Previous Next Last

If there's too many jobs to fit on one page, use the navigation buttons to move back and forth through the pages.

Click on the **Job Title** to see the fully detailed bulletin and the position closing date.

Welcome Screen cont...

Careers Home
Welcome Megan

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

My Career Tools

[0 Applications](#)

[0 Cover Letters and Attachments](#)

[0 Saved Resumes](#)

[My Profile](#)

Latest Job Postings

◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

	<u>Date</u>	<u>Job Title</u>	<u>Job ID</u>	<u>Location</u>
<input type="checkbox"/>	08/21/2009	Programmer/Analyst III	3	City of Fresno

[Deselect All](#)

[Apply now without adding a job](#)

Deselect All- Will uncheck any boxes you have marked.

Save Jobs- This feature isn't working yet. Please ignore. ☺

Apply Now- Use this when you have checked a box to apply (see previous page).

Refer Friend- This allows you to e-mail a checked job to a coworker or a friend.

****If this is a promotional opportunity, only City of Fresno employees will be able to view & apply for it through Self-Service.****

Welcome Screen cont...

Careers Home
Welcome Megan

Basic Job Search
Keywords:
Posted:
 [Advanced Search](#) [Search Tips](#)

My Career Tools
[0 Applications](#)
[0 Cover Letters and Attachments](#)
[0 Saved Resumes](#)
[My Profile](#)

Latest Job Postings

◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

	<u>Date</u>	<u>Job Title</u>	<u>Job ID</u>	<u>Location</u>
<input type="checkbox"/>	08/21/2009	Programmer/Analyst III	3	City of Fresno

[Deselect All](#)

[Apply now without adding a job](#)

To apply, click to check the box next to the position and then click the Apply Now button.

Resume page

Apply Now

Choose Resume

Please refer to the Resume & Attachment information on our career opportunity web page.

Resumes are viewed as additional information and will not be used to evaluate minimum requirements.

Resume Options

How would you like to proceed?

- ☐ Upload a new resume
- ☐ Copy and paste resume text
- ☐ Apply without using a resume

To upload a new resume for this job, click the 1st button.

To copy and paste a resume to go with your application click the 2nd button.

To apply without a resume click the 3rd button.

Continue

[Return to Previous Page](#)

After you select one of the options above, click Continue.

Application

Scroll through the next few pages to view what a blank application will look like.

[Apply Now](#)

Complete Application

You are applying for:

[Programmer/Analyst III](#)

[Remove](#)

Default eDevelopment Info

You have not added any resume to your application. [Use a Different Resume](#)

**Your name and
address will go here as
it is in PeopleSoft.**

[Previous](#)

Save

Submit

Close Application

[Careers Home](#)

Next [Next](#)

Employment Application

Please Scroll down to complete the application. Remember to click on the Save for Later button often. However your application will only be considered by City of Fresno, after you click on the Submit button.

Application cont...

If you have already entered information into your self service, it should be listed in the education sections.

Preferences

Regular/Temporary:

Either

Desired Work Days:

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Full/Part-Time:

Either

Desired Shift:

Day

Minimum Pay:

Per:

If you have any Employment information you wish to tell us about, enter them here.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Education History

Highest Education Level:

A-Not Indicated





To add a primary or secondary school, click the Add Primary or Secondary Education History hyperlink below Primary/Secondary School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Primary/Secondary School Information.

Primary/Secondary

You have not added any primary or secondary education information to your application.

[+ Add Primary and Secondary Education History](#)

Click here to add work experience.

Work Experience	
*Start Date:	8/1/2008 
*Hours Worked / Week:	40
End Date:	<input type="text"/> 
*Salary:	5000 <input type="text"/> Month <input type="text"/>
*Employer:	City of Fresno
*Ending Job Title:	Staff Assistant
*Telephone:	621-6950
*Your Duties:	<div>Enter your primary duties here.</div> <div> </div>
*Reason for Leaving:	Current employer
Address	
Country:	United States <input type="text"/>
Address 1:	2600 Fresno St
Address 2:	<input type="text"/>
City:	Fresno
State:	California <input type="text"/>
Postal:	93721
<div> <input type="button" value="Done"/> <input type="button" value="Add More"/> <input type="button" value="Cancel"/> Return to Previous Page </div>	

* Required Field

Adding Primary/Secondary education

Add New Application

Add Primary and Secondary Education

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

Enter Primary or Secondary Education Details

Country:

United States

Level Achieved:

High School Graduate

*School:

Bullard

Other:

Bullard

State:

California

Done

Add More

Cancel

[Return to Previous Page](#)

* Required Field

When entering your education, you will need to use the drop down and the spy glass to select from the options available.

Use the Done button if you are done with your education or the Add More button if you need to add another line of education.

Application cont...

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.





Post-Secondary Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Click here to add college experience.

Use this page to enter any relevant training courses you have taken

Training			
Course Title	Training	School Name	Start Date
Personalities and Performance	Edit		05/20/2009 
CS_The Disney Way	Edit		03/12/2009 
Test Course for ISD and PSD	Edit		01/30/2009 
All EE Anti Har and Anti Disc	Edit		01/01/2008 

[+ Add Professional Training](#)

Click here to add Professional Training.

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Click here to add Certifications.

If you have taken any courses with the City of Fresno this year, that information will be listed in your training section.

Adding Post-secondary education

Add New Application

Add Post-Secondary Education

[Return to Previous Page](#)

Enter Post-Secondary Education Details

Country:	<input type="text" value="United States"/>		
State:	<input type="text" value="California"/>		
*School:	<input type="text"/>		
*Major:	<input type="text"/>		
*Degree:	<input type="text"/>		
Total Hours or Units	<input type="text"/>		
	<input type="checkbox"/> Graduated		
Date Issued:	<input type="text"/>		

[Return to Previous Page](#)

* Required Field

When entering your education, you will need to use the drop down and the spy glass to select from the options available.


Use the Done button if you are done with your education or the Add More button if you need to add another line of education.

Adding Training

Add New Application

Add Professional Training

Enter Professional Training Details

*Course Title:	<input type="text" value="How to Teach"/>
*Training Facility:	<input type="text" value="Fresno City College"/>
Course Start Date:	<input type="text" value="1/1/2009"/> 

[Return to Previous Page](#)

* Required Field

Type your text in these boxes.




Use the Done button if you are done with your Training or the Add More button if you need to add another line of Training.

Adding Licenses/Certifications

Add New Application

Add License or Certificates

License or Certificate Details

*License/Certificate:	<input type="text" value="First Aid"/>		
Issuing State:	<input type="text" value="CA"/>		
License/Certification Number:	<input type="text" value="123452"/>		
Date Issued:	<input type="text" value="12/12/2007"/>		Expiration Date <input type="text" value="12/12/2010"/>
			

[Return to Previous Page](#)

* Required Field

When entering your Certification, you will need to use the drop down and the spy glass to select from the options available.

Use the Done button if you are done with your Certification(s) or the Add More button if you need to add another Certification.

Application cont...

Use this page to list your languages.

Languages

You have not added any languages to your application.

[+ Add Languages](#)

If you have any memberships you wish to tell us about, enter them here.

Memberships

You have not added any memberships to your application.

[+ Add Memberships](#)

If you have any honors or awards you wish to tell us about, enter them here.

Honors and Awards

You have not added any honors or awards to your application.

[+ Add Honors and Awards](#)

Enter your references here

References

You have not added any references to your application.

[+ Add Reference](#)

Click here to add Languages.

Click here to add Memberships.

Click here to add Honors and Awards.

Click here to add References.

Adding Languages

Add New Application

Add Language

Enter Language Details

*Language:	American Sign Language
Speaking Proficiency:	High
Reading Proficiency:	Low
Writing Proficiency:	Low

[Return to Previous Page](#)

* Required Field

When entering your Languages, you will need to use the drop down buttons to select from the options available.

Use the Done button if you are done with your Language(s) or the Add More button if you need to add another Language.

Adding Memberships

Add New Application

Add Membership Information

Enter Membership Details

Membership:	<input type="text" value="American Compensation Society"/>
Date Issued:	<input type="text" value="1/1/2005"/> <small>31</small>
Mandate:	<input type="text"/>
Mandate Position:	<input type="text" value="Secretary"/>
Mandate Begin Date:	<input type="text" value="1/01/09"/> <small>31</small>
Mandate End Date:	<input type="text" value="12/19/2010"/> <small>31</small>

[Return to Previous Page](#)

* Required Field

When entering your Membership, you will need to use the drop down button to select from the options available.

Use the Done button if you are done with your Membership(s) or the Add More button if you need to add another Membership.

Adding Honors/Awards

Add New Application

Add Honors and Awards

Enter Honor or Award Details

Honor or Award: ▼

Presented By:

Date Issued:

[Return to Previous Page](#)

* Required Field

When entering your Honor/Award, you will need to use the drop down button to select from the options available.

Use the Done button if you are done with your Honor/Award(s) or the Add More button if you need to add another Honor/Award.

Adding References

Add Reference

[Done](#) [Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Reference Details

*Reference Type: Professional
*Reference Name: TJ Smith
*Title: HR Manager
Employer: City of Fresno
Telephone: 559/621-6950

Address

Country: United States
Address 1: 2600 Fresno St
Address 2:
City: Fresno State: California
Postal: 93721

☒ Check to have us contact this Person or leave a Comment.

Comment: Please explain how you know this person and the best time to contact them.

[Done](#) [Add More](#) [Cancel](#) [Return to Previous Page](#)

When entering your Reference, you will need to use the drop down button to select from the options available.

Use the Done button if you are done with your Reference(s) or the Add More button if you need to add another Reference.

Application cont...

If you answer "Yes" to any of the supplemental questions, please type your explanation in the box to the right.

Supplemental Application Questionnaire

Have you ever been convicted or declared guilty of a misdemeanor or felony by any court? Conviction is not necessarily disqualifying. Each case will be evaluated on its own merits and its applicability to this position. FAILURE TO DISCLOSE THIS INFORMATION WILL BE CAUSE FOR DISQUALIFICATION, REMOVAL FROM LIST OR DISCHARGE FROM EMPLOYMENT. You may omit:
A. Traffic violations for which the fine imposed was \$100 or less. (Any Traffic violation over \$100 must be shown.). B. Any offense committed prior to your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law. C. Any incident that has been sealed under Welfare and Institutional Code Section 781 or Penal Code Section 1203 45. If YES, please provide complete details in the comment box provided.

☐ Yes

☐ No

Have you ever been terminated from any employment or ever forced to resign? If YES, please provide complete details including dates in the comment.

☐ Yes

☐ No

Are you related by blood or marriage to any person presently employed by the City of Fresno? If YES, please provide; Full Name, Relationship and the Department in which the individual(s) are employed.

☐ Yes

☐ No

Application cont...

Do you wish to apply for Veterans credits? If YES, acceptable documentary proof of U.S. Military Service Form DD214 must be submitted with this application during the filing period. Please refer to the Veterans Credit information provided on our web page.

☐ Yes

Type explanation here.

☐ No

Federal Law requires male U.S. citizens and aliens residing in the U.S. who are ages 18 through 25 to register with the Selective Service System. If applicable, please provide your Selective Service Number. A copy of your Selective Service confirmation.

☐ I have registered with the Selective Service System. Please provide your Selective Service number in the comment box. A COPY OF YOUR SELECTIVE SERVICE CONFIRMATION IS REQUIRED AT TIME OF APPOINTMENT. You may attach as a document at time of application.

Type explanation here.

☐ I am not required to register with the Selective Service System because I am exempt under the stated age and/or gender requirements.

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Click these downward arrows to open the drop down menu and select your answer.

Submitting/Saving an application

This page shows a summary of your requested Information. Use the Add button to enter the details. **Once** you have added your request record you can change it using the Edit button or remove it using the Delete button.

End Date	<u>Transfer Code</u>	<u>From Job Code</u>	<u>Pay Group</u>	<u>Step To Job Codes (A=Approved / D=Denied)</u>
Edit				

[+ Add Transfer](#)

Employment Application

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

If you need to finish the application later, click the Save button.

This is the end of the application. If you are done, you will click the Submit button.

If you've changed your mind and you don't want to complete this application, click Close Application.

Congratulations! You've applied!

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)


My Applications

✓ You have successfully submitted your job application.

My Applications

Display applications from:

◀◀ First ◀ Previous | Next ▶ Last ▶▶

<u>Application</u>	<u>Status</u>	<u>Application Date</u>
 Programmer/Analyst III	Applied	08/27/2009 4:06PM